

THE CITY OF TORRANCE IS HIRING FOR

# Instructor II

## Metalsmithing/Jewelry Instructor

*Reissue*

**\$26.20—\$28.86**  
**per hour**

The City of Torrance Community Services Department is currently accepting applications for an Instructor II (Metalsmithing/Jewelry Instructor) with the Cultural Services Division. This is a recurrent, as needed position.

With a state of the art metals studio in the Torrance Cultural Arts Center, classes through the Cultural Services Division have been a hub in the South Bay for adults to learn skills and techniques to build a foundation in jewelry making and metalsmithing.

**Description:** This is a part-time, hourly, as needed position. Under supervision, the Jewelry Instructor II is responsible for maintaining a metalsmithing studio, teaching safety protocols, preparing lesson plans and instructing jewelry classes with an emphasis in metalsmithing and lost wax casting in weekly, eight – ten week quarters.

**Hours:** Hours are varied, 9:00 a.m.— 9:00 p.m., Monday through Saturday.

### DUTIES & RESPONSIBILITIES

- Prepares lesson plans.
- Provides instruction in beginning and advanced metalworking skills.
- Provides instruction in centrifugal casting process using wax models.
- Prepares inventory and maintenance reports.
- Routine cleaning of equipment and machines.
- Creates supply lists for supervisor.
- Interfaces with the public and other personnel.
- Works with Cultural Services Staff with regards to the budget for the program, to monitor that program materials, and other program costs are staying within allotted budgets per line item.
- Provides the class description information to Cultural Services Division staff by set deadlines, for inclusion in City publications, and various media outlets.
- Begins and ends all classes on time.
- Adheres to payroll policies and procedures, including signing in and out.

### QUALIFICATION GUIDELINES

#### Minimum Qualifications:

- Bachelor's Degree in Fine Arts or Craft Studies. Graduate Degree is preferred.
- Minimum 5 years of experience in jewelry/metalsmithing instruction.
- Experience and interest in working with adult students of various ages and abilities.

#### Knowledge of:

- Metalworking skills in soldering, cutting, drilling, forming, riveting, basic stone setting, patination, enameling and finishing.
- Knowledge of tools, machines, kilns, acetylene gas, and equipment commonly used to fabricate metal jewelry.
- Knowledge of centrifugal casting process, and variations using silver, copper or bronze.
- Knowledge of safety procedures that are in compliance with Best Practices and MSDS requirements.

#### Ability to:

- Develop lesson plans for beginning and advanced students.
- Follow written and oral instructions.
- Write written reports.
- Learn, monitor and enforce any and all departmental policies and procedures, including health and safety rules that may be pertinent to the program including basic first aid.
- Physically lift and handle necessary supplies and equipment.
- Assist with marketing classes and participate in an Annual Open House.
- Evaluate class activities to assess class effectiveness.

### INTERESTED?

Interested applicants must submit an online application available at [www.TorranceCA.Gov/Jobs/](http://www.TorranceCA.Gov/Jobs/). **Application submissions will be accepted on a continuous basis until the position is filled.** Only those candidates whose experience best meets the needs of the City and the Department will be invited to participate in an oral interview.

If you have additional questions, please contact Joyce Bell, Senior Recreation Supervisor, at [JBell@TorranceCA.Gov](mailto:JBell@TorranceCA.Gov) or (310) 618-3844.

**Special Notes:** A candidate must successfully complete the following before being hired: medical exam, fingerprinting and results of a TB test (taken within the last 4 years). Applicants with disabilities who require special testing arrangements must contact Human Resources prior to the final filing date.



Human Resources • 3231 Torrance Blvd. • Torrance, CA 90503 • [www.TorranceCA.Gov](http://www.TorranceCA.Gov)  
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